

OFFICE OF THE MISSOURI ATTORNEY GENERAL
REQUEST FOR PROPOSAL

The Missouri Attorney General's Office ("AGO") is soliciting proposals from law firms who wish to serve as human resources compliance counsel for the AGO. Specifically, the AGO seeks a law firm willing to:

- Provide anti-discrimination and anti-harassment training to the AGO's approximately four hundred employees in its offices located in Jefferson City, St. Louis, Kansas City, Springfield, and Cape Girardeau;
- Provide leadership and management training to those attorneys in the AGO who have supervisory responsibilities over attorneys and staff;
- Work with the AGO to develop best practice protocols, including policies and procedures, related to human resources matters; and
- Provide training to attorneys and other staff who participate in job interviews with prospective employees.

The AGO anticipates that the trainings outlined above initially would occur in person, but that the initial training session would be videotaped and then subsequently be made available on the AGO's internal website for viewing by employees.

Additionally, the AGO may from time to time call upon the selected counsel to provide counseling related to specific employment matters and, if appropriate, may retain the external counsel to defend the AGO or other state agency where a conflict exists.

Interested firms should provide a detailed plan for fulfilling the scope of this RFP, including a budget, the proposed hourly rate, and the firm's proposed staffing structure to satisfy the terms of this RFP.

The AGO will consider several factors in its decision-making process, including expertise in the area of human resources and employment law, the budget proposal submitted by each firm, and other appropriate factors.

Interested firms should submit their response to the RFP to the following no later than **5:00 p.m. on April 16, 2010:**

Matt Dameron, Chief of Staff
Office of the Missouri Attorney General
P.O. Box 899
Jefferson City, Missouri 65102

If a prospective applicant has questions about this RFP or its scope, they may contact Matt Dameron at (573) 751-8807 or matt.dameron@ago.mo.gov.